



**GOVERNMENT OF WEST BENGAL**

Department of Personnel and Administrative Reforms  
Common Cadre Wing, State Secretariat  
NABANNA, 7<sup>th</sup> Floor, Room No. 703  
325, Sarat Chatterjee Road, Howrah-711 102

No. : 13-PAR(CCW)/Estt.  
3P-02/2020 (Pt-I)

Date : 17.01.2025

**ORDER**

The following 10 (ten) Upper Division Assistants, borne in the Secretariat Common Cadre of Upper Division Assistants and who are now posted in the Departments/Offices mentioned against their names, are hereby appointed on promotion, in the interest of public service to officiate in the post of **Head Assistant**/equivalent post, under the pay structure of W.B.S. (ROPA) Rules, 2019 in the Revised Level-10C (42,300-1,09,100) plus allowances as admissible from time to time under the orders of the Government in the Departments/Offices as mentioned against the name of each of them in column-4 with effect from the date noted against each in column-3, and until further order(s):-

Sl. No.	Names and Departments of the Upper Division Assistants	Date of Effect	Departments/Offices where Services are placed as Head Assistants
1	2	3	4
1.	Shri Biswanath Singha Finance	18.12.2024	Water Resources Investigation & Development
2.	Shri Asish Biswas TET&SD	18.12.2024	Urban Development & Municipal Affairs
3.	Shri Bharat Chandra Naskar (SC) Labour	18.12.2024	Public Works
4.	Smt. Sukriti Bandyopadhyay L&LR & RR&R	19.12.2024	Power
5.	Shri Debasish Mondal H&HA	19.12.2024	Home & Hill Affairs
6.	Shri Sanjoy Roy Agriculture	19.12.2024	Information and Cultural Affairs
7.	Shri Subhas Maji WRI&D	19.12.2024	Panchayats & Rural Development
8.	Shri Pulak Kumar Baidya (SC) Finance	19.12.2024	Agriculture
9.	Smt. Uttara Ghosh Choudhury (Mukherjee) DM&CD (DM Wing)	23.12.2024	Disaster Management and Civil Defence
10.	Shri Raghu Nath Rajak (SC) CMO under H&HA	23.12.2024	Home & Hill Affairs

Their seniority in the Secretariat Common Cadre of Head Assistants will be fixed accordingly.

Sd/-  
OSD & E.O. Assistant Secretary  
to the Govt. of West Bengal

No. : 13/1(13)-PAR(CCW)/Estt.

Date : 17.01.2025

Copy forwarded for information and necessary/appropriate action/record to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001;
2. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata-87;
3. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata-87;
4. The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup>& 6<sup>th</sup> Floor, Plot No.9, Block- DF, Sector -I, Bidhannagar, Kolkata-700064;
5. The Joint / Deputy /Assistant Secretary, \_\_\_\_\_ Department;  
*He/She is requested to release the employee(s) concerned within 10 working days from the date of issue of this order.*
6. The Joint / Deputy / Assistant Secretary, \_\_\_\_\_ Department;
7. The D.D.O., \_\_\_\_\_ Department, with request to issue LPC in respect of the employee(s) concerned;
8. P&AR Department, General Cell/Training Cell;
9. Shri/Smt. \_\_\_\_\_, U.D.A.,  
\_\_\_\_\_ Department;  
*He/she is directed to join his/her new assignment within 10 working days from the date of issue of this order.*
10. The Chairman/Secretary, Bengal Secretariat Co-operative Society Limited;
11. Promotion & Gradation List Cell, CC Wing, P&AR Department;
12. The IT Cell of this Department;
13. Guard File.

  
OSD & E.O. Assistant Secretary  
to the Govt. of West Bengal